

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 11: Independent Living</b>	<b>Effective Date:</b> July 1, 2006
	<b>Section 14: ICWIS Requirements for Independent Living</b>	<b>Version:</b> 1

<b>POLICY [CLARIFIED]</b>	<b>OLD POLICIES</b> Admin Letter DFC 04-
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- The Indiana Department of Child Services (DCS) will assure that all Children in Need of Services (CHINS) and Probation wards placed in out-of-home care are entered in the Indiana Child Welfare Information System (ICWIS).
- DCS will assure that all youth receiving Chafee Independent Living (IL) Voluntary Services are entered into ICWIS in Independent Living (IL) County. See separate policy [11.7: Voluntary Services](#).

#### Code References

N/A

### **PROCEDURE**

The Family Case Manager (FCM) will:

1. Identify the youth's IL needs in the IL module on the Case Plan Tool Bar in Case Management by Need Type and Need Subtype as determined on the youth's Ansell-Casey Lifeskills Assessment (ACLSA).
2. Identify objectives and activities on the youth's case plan for needed IL services that are determined on the youth's ACLSA.
3. Enter a JD/JS Place and Pay service case for Probation Youth who are not IV-E eligible and enter the youth's placement and complete the case plan from information provided on the [Probation Case Plan](#) that is provided by the Probation Officer.
  - Probation youth who are IV-E eligible may not use the modified Probation Case Plan due to federal reporting requirements for IV-E eligibility.
4. Complete a [Discharge Summary](#) with the youth's input at the case closure. See separate policy, [11.12: Discharge Summary and Post Discharge Summary](#).
5. Enter placement information in ICWIS for all youth in an Independent Living Placement which may include scattered site apartments or other out-of-home semi-independent living arrangements paid through a county out-of-home care per-diem.

The Probation Officer will:

1. Complete the [Probation Case Plan](#) for all youth in out-of-home care who are not IV-E eligible and provide to the FCM at the DCS who is managing the youth's case in ICWIS.

The IL Field Specialists will:

1. Enter an intake in ICWIS IL County and submit for approval for all youth receiving voluntary services.
2. Maintain a case in ICWIS on all youth receiving voluntary services and enter contacts with the youth and related to services provided to the youth.

3. Identify the youth's IL needs in the IL module on the Case Plan Tool Bar in Case Management by Need Type and Need Subtype as determined on the youth's Ansell-Casey Lifeskills Assessment (ACLSA).
4. Complete a [Post-Discharge Summary](#) at case closure for all youth entered into ICWIS.

The State IL Coordinator will:

1. Assist the Chafee IL contracted service providers in checking eligibility in ICWIS for youth who apply for Voluntary Services.
2. Monitor ICWIS IL County to approve intakes and approve case closures.

## **PRACTICE GUIDANCE**

### **CHINS/Probation Ward Receiving IL Services**

An IL case should **not** be created for a CHINS/Probation ward is receiving IL services. Instead, the needed services are to be entered into the IL module and objectives and activities are to be entered into the case plan.

### **Opening an IL Case**

An IL case is only opened by the IL Field Specialists when youth are receiving voluntary services following the dismissal of their cases in ICWIS. See separate policy, [11.15: IL Field Specialists](#).

## **FORMS AND TOOLS**

- [Probation Case Plan](#)
- [Discharge Summary Tool](#)
- [Post-Discharge Summary Tool](#)

## **RELATED INFORMATION**

### **Child Data Summary**

The Child Data Summary (CDS) is a report in ICWIS that opens up in an Excel spread sheet. The CDS includes every case on the FCM's caseload and includes the youth's date of birth, social security number, court case number, placement type, name of placement, and other information related to the youth's case. This is an excellent tool to assist FCMs in monitoring their caseloads and to determine when a youth should be referred for IL services based on age and placement type. This tool also helps supervisors monitor the cases of all the FCMs under their supervision.

The CDS can be located by clicking on Reports on the top tool bar in ICWIS, then scrolling down to Child Data Summary. Highlight Child Data Summary, and then click on the Print/Preview button at the bottom of the page. A screen will pop up allowing the FCM to select his/her name in the list, click ok and the information will feed to the Excel spreadsheet. The spreadsheet can be sorted by any column.